

Arts Learning Grants

Paperwork Checklist

1. Make a copy of all documents for your records.

2. Mail the following to the ACA Offices no later than the **deadline indicated on the Grant Award Agreement:**

- ☐ original, signed **Grant Award Agreement**
- ☐ original, signed **Special Conditions Form**
- ☐ original, signed **Understanding of Compliance Statement**

3. Fax or mail the following up to 45 days prior to the project start date:

- ☐ copy of **Sponsor and Artist/Company Contract** signed by both parties
- ☐ copy of **Receipts/Invoices** (if applicable)

My project start date: _____ Date to submit paperwork: _____

4. Complete the online Final Report no more than 30 days after the project end date:

- ☐ **Organization/School Final Report** (complete online through EGOR)

My project end date: _____ Date to submit Final Report: _____

Important information:

- Your grant payment cannot be released until all documents listed under steps 2 and 3 have been submitted.
- All forms are to be filled out by the organization/school, **NOT THE ARTIST**.
- If your organization/school received a grant in the previous year, you will not be eligible to receive funding for this year's grant until you complete the previous year's Final Report. In addition, failure to complete the Final Report by the specified deadline will render your organization/school ineligible and you will not be able to apply for grant funding in the next year's grant cycle.
- The Arts Commission Grant including travel/per diem and supply funds (if applicable) will be sent directly to the party indicated on the Understanding of Compliance Statement (filled out by the organization/school **NOT THE ARTIST**). The organization/school is responsible for paying the artist.